

**SERIAL 03264 - S PROPERTY TAX AND VALUATION STATEMENTS PRINTING
AND MAILING (NIGP 96676)**

CONTRACT PERIOD THROUGH APRIL 30, 2007

TO: All Departments

FROM: Department of Materials Management

SUBJECT: Contract for **PROPERTY TAX AND VALUATION STATEMENTS PRINTING
AND MAILING (NIGP 96676)**

Attached to this letter is published an effective purchasing contract for products and/or services to be supplied to Maricopa County activities as awarded by Maricopa County on **April 21, 2004**.

All purchases of products and/or services listed on the attached pages of this letter are to be obtained from the vendor holding the contract. Individuals are responsible to the vendor for purchases made outside of contracts. The contract period is indicated above.

Wes Baysinger, Director
Materials Management

WT/mm
Attach

Copy to: Clerk of the Board
 Jim Meulemans, Assessor's Office
 Dave Browning, Treasurer's Office
 Sharon Tohtsoni, Materials Management

(Please remove Serial 98209-X from your contract notebooks)

SPECIFICATIONS ON INVITATION FOR BID FOR: **PROPERTY TAX AND VALUATION STATEMENTS
PRINTING AND MAILING (NIGP 96676)**

1.0 **INTENT:**

The intent of this Invitation for Bids is to award a contract for printing and mailing services to include; form design, printing, and mailing from raw data tapes or electronic file transfers of the Maricopa County Treasurer's Property Tax Statements and the Maricopa County Assessor's valuation notices.

2.0 **TECHNICAL SPECIFICATIONS:**

2.1 QUANTITY OF MATERIAL AND DELIVERY POINT:

One and one-half million to two million Property Tax Statements printed and mailed for the Maricopa County Treasurer's Office, located at 301 West Jefferson, Room 100, Phoenix, Arizona 85003-2199, as well as, one and one-half million to two million Assessor Valuation related notices printed and mailed for the Maricopa County Assessor's Office, as covered by this bid and subsequent purchase orders only.

2.2 LOCAL FACILITIES:

The successful contractor shall have ownership of printing and mailing facilities located within Maricopa County and shall use and/or maintain them to fulfill the terms of this contract.

2.3 DELIVERY/COMPLETION:

Contractor shall furnish transportation of "raw data" to and from printing location to Treasurer's/Assessor's Office. Delivery required by the dates listed in Section 2.5 and in adherence to contractor's schedule submitted with the bid. Penalty for delay in acceptable delivery time is \$100.00 per day or fraction thereof. **Please submit required lead-time to complete the printing and mailing of each of the exhibits in 2.5 and 2.10.**

Contractor must be able to program printing from raw data tapes or electronic file transfer.

Confidentiality of Data: The data, or any portion of, provided to the successful contractor is for the sole purpose of printing the notices or tax statements and may not be used for any other purpose or sold by the contractor.

2.4 SITE INSPECTION:

Treasurer, Assessor, and County personnel reserve the right to visit printing site before making a final determination on bid.

2.5 DOCUMENT DESCRIPTIONS:

A sample of each document to be printed and mailed, is provided in the exhibit section of this document for your reference. This configuration is subject to change. Each vendor must present a bid under Option A for each document as listed below. Each vendor is welcome to enter an Option B for suggested reformatting of the information. The Treasurer's/Assessor's Office reserves the right to choose which option best suits its needs. This bid shall include paper.

2.5.1 REAL PROPERTY: TAX STATEMENTS (Exhibit 1)

- 1 Page: 8 1/2 x 14 Inch Sheets
- 60 Pound Offset White
- Two (2) Perforations
- Duplex

- A Percentage Will Be Preprinted With Red Ink Designating Back Taxes Owing (Exhibit 1A)
- Quantity: 250,000 To 1,500,000
- Delivery Date: 1st Business Day in September
- A percentage (1998: 80,000 bills) will include only one remittance stub for full year taxes. (Exhibit 1B)
- Approximately 85,000 of these records will be on a tape or file labeled "Multi's" These will require special handling. See Mailing A
- Approximately 50,000 of these records will be on a tape or file labeled "Mortgage". These will require special handling. See Mailing A

2.5.2 REAL PROPERTY: TAX INFORMATION STATEMENTS (Exhibit 2)

- 1 Page: 8 1/2 x 14 Inch Sheets
- 60 Pound Offset White
- No Perforations
- Duplex
- Quantity: 250,000 To 1,500,000
- Mailing Date: 1st Business Day In September
- A percentage will be preprinted with red ink designating back taxes owing

2.5.3 REAL PROPERTY: JUNE DELINQUENT TAX STATMENTS (Exhibit 3)

- 1 Page: 8 1/2 x 11 Inch Sheets
- 60 Pound Offset White
- One (1) Perforation
- Single Side Printing
- Quantity: 50,000 To 130,000
- Mailing Date: 1st Business Day In June

2.5.4 PERSONAL PROPERTY: DELINQUENT TAX STATEMENTS (EXHIBIT 3A)

- 1 Page: 8 1/2 x 11 Inch Sheets
- 60 Pound Offset White
- One (1) Perforation
- Single Side Printing
- Quantity: 5,000 To 50,000
- Mailing Date: Last week of May

2.5.5 REAL PROPERTY: DECEMBER DELINQUENT TAX STATEMENTS (EXHIBIT 3B, Same Layout as EXHIBIT 3)

- 1 Page: 8 1/2 x 11 Inch Sheets
- 60 Pound Offset White
- One (1) Perforation
- Single Side Printing
- Quantity: 20,000 To 40,000
- Mailing Date: 1st Business Day In December

2.5.6 NOTICE OF VALUE STATEMENTS (EXHIBITS 4A through 4G)

- 1 Page : 8 1/2 x 14 1/2 Inch Sheets
- 60 Pound Offset White
- Duplex
- Unique Front pages
- Backer is same on all notices
- ~~Mailing Date : Last week in January; no later than March 1st~~

- EXHIBIT 4A-Real Property-Residential (1,000,000 TO 1,200,000)
- EXHIBIT 4B-Real Property-Commercial (45,000)
- EXHIBIT 4C-Backer (1,200,000 to 1,600,000)
- Mailing Date for Real Property: Last week in January; no later than March 1st

Note: 4A and 4B are representative of seven (7) separate notices, also included are: Rental (30,000 to 40,000), Senior Standard (10,000 to 15,000), Senior Renewal (5,000 to 10,000), Historic (2,500) Class 2 (160,000 to 200,000). Letters are of the same general format but contain different verbiage. *These seven letters each contain three (3) electronic data files relating to the type of mailing: D - domestic (individual letters), T - multiple property owners (numerous notices grouped into a single mailing) and F-foreign.*

- NOTICE OF CHANGE STATEMENTS for new construction and revalues during the year will have a mailing in September (approximately 100,000 to 150,000 with one letter format and one backer) in the same format as EXHIBIT 4B. In the future, multiple mailings (two or three) can occur starting in the month of April
- EXHIBIT 4D-Personal Property Notice of Value Statement (Front) (40,000 to 60,000)
- EXHIBIT 4E-Personal Property Notice of Value Statement (Backer) (40,000 to 60,000)
- EXHIBIT 4F-Mobile Homes Notice of Value Statement (Front) (90,000 to 100,000)
- EXHIBIT 4G-Mobile Homes Notice of Value Statement (Backer) (90,000 to 100,000)
- Mailing Date for Personal Property and Mobile Homes Notice of Value Statements: Currently June or July of each year with possible change to January or February in the future.

2.5.7 BUSINESS PROPERTY STATEMENTS (FORM 520)
(EXHIBIT 5A-AGRICULTURAL, 5B-LEASING and COMMERCIAL)

- 1 Page : 8 ½ x 11 Inch Sheets
- ~~Computer processing, laser printing, and Bar-coding~~
- Duplex Printing
- Agricultural : 1,500
- Leasing : 40,000 TO 60,000

Note: The above statements are processed as received, does not require lettershop services, and are returned to Assessor.

- Commercial : 50,000 to 70,000
 - Sort by company name sequence
 - Extract multi's from table furnished and laser print
 - Extract continuations and laser print
- Mailing Date : Early January
- Additional mailing may occur in May, June, and July for new or non- returned accounts. Printing will be approximately 5,000 per month.

2.5.8 TAX EXEMPTION/SENIOR RENEWAL FORMS
(EXHIBIT 6A-INDIVIDUAL(TES5); EXHIBIT 6B-ORGANIZATION (TES9); EXHIBIT 6C-FRONT OF EXEMPTION FORMS; EXHIBIT 6D-SENIOR RENEWAL FORMS (LETTER) and EXHIBIT 6E-SENIOR RENEWAL FORM)

- 1 Page : 8 ½ x 11 Inch Sheets
- 60 Pound Offset Blue : 10,000 Individual
- 60 Pound Offset Green : 3,000 Organization
- 60 Pound Offset White: **7,000** ~~5,000~~ to **20,000** ~~7,000~~ Senior Renewals (2 pages)
- No Perforations

- Duplex Printing **on individual and organization forms only**
- Barcoding Capabilities
- Letter fold and Double-Tab displaying mailing address **on individual and organization forms only.**
- Mailing Date : December 26th

2.6 TYPE OF PRINTING:

The Maricopa County Treasurer's/Assessor's Office requires that all of the above documents be laser printed (OCR Scanable).

Existing information must be placed on single page documents in a manner that will allow the use of the current window envelopes. All payment stubs must meet specifications for high speed check processing equipment, including using 60 pound offset paper. All payment stubs must have straight bottom edges to meet specifications (i.e., not perforated).

2.7 ANNUAL REVISIONS:

Due to legislative changes and Department of Revenue (DOR) requirements, statement formats may change. Please submit an annual cost for statement revisions that may occur over the life of the contract.

2.8 ADDITIONAL MAILING MATERIALS:

Supplement materials are sometimes included when sending statements. The printing agent will be notified of additional "stuffers". This may involve varying sizes (8 ½ x 11 Inch, 8 ½ x 5 ½ Inch, etc.) with simplex or duplex printing. Include the cost for this service in the bid.

2.9 MAILING SERVICES

This bid will require the printing agent to provide mailing service. If a subcontractor is used for the collating, stuffing, and mailing of printed statements, then include the cost of these services or any related services in the bid. **The subcontractor shall have facilities located within Maricopa County and shall use and/or maintain them to fulfill the subcontract.**

Mailing **is to be First Class United States Postal Service** ~~should be~~ in the most cost efficient means ~~(i.e., carrier sorts; zip code + four; pre sorts; bar coding, etc.)~~ pursuant to current Postal Regulations in effect at the time of mailing. **Vendor must be able to qualify mail to automation Carrier Route when possible.** Please include these costs **and Postal certification methods** in the total mailing bid. The successful bidder must be able to mail to foreign countries

2.9.1 MAILING OF MULTIPLE TAX STATEMENTS:

When ten (10) or more tax statements go to a single name and address, the vendor may wish to resort the file, in number of documents (weight) order rather than existing table code order. The vendor will either hand address envelopes or pre-print pressure sensitive labels.

*These statements are provided on separate media for special handling which may include UPS, Federal Express or locally available delivery means.

2.9.2 MAILING OF FOREIGN ADDRESSED TAX STATEMENTS:

In the foreign mailing of documents, the vendor will need an application that locates the "Last Line" (city, state, and zip code) to determine if the documents have a U.S. zip code or not.

2.9.3 POSTAGE FOR MAILING TAX STATEMENTS:

Postage funds will be provided by the Maricopa County Treasurer's/Assessor's Office based on estimates by the successful bidder. A report of usage and unused balance is required after each mailing.

2.9.4 SHIPPING CHARGES FOR DATA TAPES:

The successful bidder is responsible for payment of all charges for postal and or delivery, including premium shipping charges necessary for both sending and receiving data tapes to meet tax statement printing deadlines.

2.10 SUBSEQUENT PRINTING:

Subsequent printings require added verbiage (i.e., Duplicate Tax Statement). Subsequent printing of Property Tax Statements may be returned to the County Treasurer's Office located at 301 West Jefferson, Phoenix, Arizona for mailing to taxpayers. The successful bidder is responsible for compliance to delivery schedules.

The vendor is to submit a reasonable turnaround time from receipt of raw data tape or electronic file transfer, to delivery of printed products for subsequent printing with this bid. The vendor is also to state a minimum printing and delivery cost. (Please include an option for folding, inserting and mailing of these statements. In addition to price, please include a delivery schedule.)

2.10.1 REAL PROPERTY:

2.10.1.1 Resolution Reprints:

- 1 Page: 8 1/2 x 14 Inch Sheets
- 60 Pound Offset White
- Two (2) Perforations
- Duplex
- Quantity: 10,000 TO 50,000
- Raw Data Tapes
- Run Time: Weekly From September through July
- Approximately 27 Runs

2.10.1.2 Duplicate Tax Statements:

- 1 Page: 8 1/2 x 14 Inch Sheets
- 60 Pound Offset White
- Two (2) Perforations
- Duplex
- Quantity: 20,000
- Raw Data Tapes
- Run Time: September Through November
- Approximately 10 Runs

2.11 FORM DESIGN:

The Treasurer's/Assessor's Office requires proof copies for each item to be printed prior to the job being printed. If a vendor should find that a different form design would be advantageous, that vendor should submit the design for consideration in the bid.

Tax Bill Quantities
September to September

	2000	2001	2002	2003
<u>Real Property</u>				
Tax Statements **	588,699	640,361	631,550	742,979
Tax Information Statements	549,656	573,250	594,574	596,887
June Delinquent Statements	91,260	94,134	107,514	NA
December Delinquent Statements	30,460	32,102	32,157	30,107
Subsequent Printings (Duplicates, Resolutions, etc.)	11,543	29,075	72,471	8,881
Notices of Value	1,065,000	1,111,000	1,161,000	1,220,000
<u>Personal Property</u>				
Commercial/Leasing*	100,000	100,000	100,000	100,000
Agricultural *	1,500	1,500	1,500	1,500
Tax Exemption – Individual *	7,500	8,000	8,500	9,000
Tax Exemption – Organization *	2,500	2,500	3,000	3,000

3.0 **SPECIAL TERMS & CONDITIONS:**

3.1 CONTRACT LENGTH:

This Invitation for Bids is for awarding a firm, fixed price purchasing contract to cover a three (3 ½) year period.

3.2 OPTION TO EXTEND:

The County may, at their option and with the approval of the Contractor, extend the period of this Contract up to a maximum of three (3), one (1) year options. The Contractor shall be notified in writing by the Materials Management Department of the County's intention to extend the contract period at least thirty (30) calendar days prior to the expiration of the original contract period.

3.3 ESCALATION:

Any request for reasonable price adjustments must be submitted thirty (30) days prior to the Contract expiration or Anniversary date. Justification for the requested adjustment in cost of labor and/or materials must be supported by appropriate documentation and fall within the Producer Price Index for the commodity. Increases are subject to approval in writing by the Materials Management Department prior to any adjusted invoicing being submitted for payment.

3.4 EVALUATION CRITERIA:

The evaluation of this Bid will be based on, but not limited to, the following:

- 3.4.1 Compliance with specifications
- 3.4.2 Price

3.4.3 Determination of responsibility

The County reserves the right to award in whole or in part, by item or group of items, by section or geographic area, or make multiple awards, where such action serves the County's best interest.

3.5 FACILITIES:

During the course of this Agreement, the County shall provide the Contractor's personnel with adequate workspace for consultants and such other related facilities as may be required by Contractor to carry out its obligation enumerated herein.

3.6 INDEMNIFICATION AND INSURANCE:

3.6.1 INDEMNIFICATION

To the fullest extent permitted by law, Contractor shall defend, indemnify, and hold harmless the County, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses and expenses, including but not limited to attorney fees and costs, relating to this Contract.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

The scope of this indemnification does not extend to the negligence of the County.

3.6.2 Insurance Requirements.

CONTRACTOR, at **CONTRACTOR'S** own expense, shall purchase and maintain the herein stipulated minimum insurance from a company or companies duly licensed by the State of Arizona and possessing a current A.M. Best, Inc. rating of B++6. In lieu of State of Arizona licensing, the stipulated insurance may be purchased from a company or companies which are authorized to do business in the State of Arizona, provided that said insurance companies meet the approval of **COUNTY**. The form of any insurance policies and forms must be acceptable to **COUNTY**.

All insurance required herein shall be maintained in full force and effect until all work or service required to be performed under the terms of the Contract is satisfactorily completed and formally accepted. Failure to do so may, at the sole discretion of **COUNTY**, constitute a material breach of this Contract.

CONTRACTOR'S insurance shall be primary insurance as respects **COUNTY**, and any insurance or self-insurance maintained by **COUNTY** shall not contribute to it.

Any failure to comply with the claim reporting provisions of the insurance policies or any breach of an insurance policy warranty shall not affect coverage afforded under the insurance policies to protect **COUNTY**.

The insurance policies may provide coverage, which contains deductibles or self-insured retentions. Such deductible and/or self-insured retentions shall not be applicable with respect to the coverage provided to **COUNTY** under such policies. **CONTRACTOR** shall be solely responsible for the deductible and/or self-insured retention and **COUNTY**, at its option, may require **CONTRACTOR** to secure payment of such deductibles or self-insured retentions by a surety bond or an irrevocable and unconditional letter of credit.

COUNTY reserves the right to request and to receive, within 10 working days, certified copies of any or all of the herein required insurance policies and/or endorsements. **COUNTY** shall not be obligated, however, to review such policies and/or endorsements

or to advise **CONTRACTOR** of any deficiencies in such policies and endorsements, and such receipt shall not relieve **CONTRACTOR** from, or be deemed a waiver of **COUNTY'S** right to insist on strict fulfillment of **CONTRACTOR'S** obligations under this Contract.

The insurance policies required by this Contract, except Workers' Compensation, shall name **COUNTY**, its agents, representatives, officers, directors, officials and employees as Additional Insureds.

The policies required hereunder, except Workers' Compensation, shall contain a waiver of transfer of rights of recovery (subrogation) against **COUNTY**, its agents, representatives, officers, directors, officials and employees for any claims arising out of **CONTRACTOR'S** work or service.

3.6.2.1 Commercial General Liability. **CONTRACTOR** shall maintain Commercial General Liability Insurance (CGL) and, if necessary, Commercial Umbrella Insurance with a limit of not less than \$1,000,000 for each occurrence with a \$2,000,000 Products/Completed Operations Aggregate and a \$2,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of this Contract which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 00 01 10 93 or any replacements thereof. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from explosion, collapse, or underground property damage.

The policy shall contain a severability of interest provision, and shall not contain a sunset provision or commutation clause, or any provision which would serve to limit third party action over claims.

The CGL and the commercial umbrella coverage, if any, additional insured endorsement shall be at least as broad as the Insurance Service Office, Inc.'s Additional Insured, Form CG 20 10 10 01, and shall include coverage for **CONTRACTOR'S** operations and products.

3.6.2.2 Automobile Liability. **CONTRACTOR** shall maintain Automobile Liability Insurance and, if necessary, Commercial Umbrella Insurance with a combined single limit for bodily injury and property damage of no less than \$1,000,000, each occurrence, with respect to **CONTRACTOR'S** vehicles (including owned, hired, non-owned), assigned to or used in the performance of this Contract. If hazardous substances, materials, or wastes are to be transported, MCS 90 endorsement shall be included and \$5,000,000 per accident limits for bodily injury and property damage shall apply.

3.6.2.3 Workers' Compensation. **CONTRACTOR** shall carry Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of **CONTRACTOR'S** employees engaged in the performance of the work or services, as well as Employer's Liability insurance of not less than \$100,000 for each accident, \$100,000 disease for each employee, and \$500,000 disease policy limit.

CONTRACTOR waives all rights against **COUNTY** and its agents, officers, directors and employees for recovery of damages to the extent these damages are covered by the Workers' Compensation and Employer's Liability or commercial umbrella liability insurance obtained by **CONTRACTOR** pursuant to this agreement.

In case any work is subcontracted, **CONTRACTOR** will require the Subcontractor to provide Workers' Compensation and Employer's Liability insurance to at least the same extent as required of **CONTRACTOR**.

3.6.3 Certificates of Insurance.

3.6.3.1 Prior to commencing work or services under this Contract, Contractor shall have insurance in effect as required by the Contract in the form provided by the County, issued by Contractor's insurer(s), as evidence that policies providing the required coverage, conditions and limits required by this Contract are in full force and effect. Such certificates shall be made available to the County upon 48 hours notice. **BY SIGNING THE AGREEMENT PAGE THE CONTRACTOR AGREES TO THIS REQUIREMENT AND FAILURE TO MEET THIS REQUIREMENT WILL RESULT IN CANCELLATION OF CONTRACT.**

In the event any insurance policy(ies) required by this contract is(are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of **CONTRACTOR'S** work or services and as evidenced by annual Certificates of Insurance.

If a policy does expire during the life of the Contract, a renewal certificate must be sent to **COUNTY** fifteen (15) days prior to the expiration date.

3.6.3.2 Cancellation and Expiration Notice.

Insurance required herein shall not be permitted to expire, be canceled, or materially changed without thirty (30) days prior written notice to the County.

3.7 REQUIREMENT OF CONTRACT BOND:

The successful bidder will be required to furnish the following bond within (7) days from notification of award. Date of U.S. postmark will be accepted as date of delivery of the bond.

(A) A Performance Bond equal in the amount of \$100,000.00 conditioned upon the faithful performance of the Contract in accordance with plans, specifications and conditions thereof. Such bond shall be solely for the protection of the Contracting Agency awarding the Contract.

The bond shall include a provision allowing the prevailing party in a suit on such bond to recover as a part of his judgment such reasonable attorney's fees as may be fixed by a judge of the court.

The bond shall be executed by a surety company or companies holding a certificate of authority to transact surety business in the State of Arizona issued by the Director of the Department of Insurance. The bond shall not be executed by an individual surety or sureties. The bond shall be made payable and acceptable to the Contracting Agency. The bond shall be written or countersigned by an authorized representative of the surety who is either a resident of the State of Arizona or whose principal office is maintained in this state, as by law required, and the bond shall have attached thereto a certified copy of the Power of Attorney of the signing official. In addition, said company or companies shall be rated "Best-A" or better as required by the Contracting Agency, as currently listed in the most recent Best Key Rating Guide, published by the A.M. Best Company.

3.8 PROCUREMENT CARD ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize a procurement card that may be used by the County from time to time, to place and make payment for orders under the Contract. Contractors without this capability may be considered non-responsive and not eligible for award consideration.

3.9 INTERNET ORDERING CAPABILITY:

It is the intent of Maricopa County to utilize the Internet to place orders under this Contract. Contractors without this capability may be considered non-responsive and not eligible for award consideration.

3.10 INQUIRIES AND NOTICES:

All inquiries concerning information herein shall be addressed to:

MARICOPA COUNTY
DEPARTMENT OF MATERIALS MANAGEMENT
ATTN: CONTRACT ADMINISTRATION
320 W. LINCOLN ST.
PHOENIX, AZ 85003

Administrative telephone inquiries shall be addressed to:

BILL THORNTON, PROCUREMENT CONSULTANT, 602-506-3248
(bthornto@mail.maricopa.gov)

Technical telephone inquiries shall be addressed to:

JIM MEULEMANS, ASSESSOR'S OFFICE, 602-506-3796
DAVE BROWNING, 602-506-7471

Inquiries may be submitted by telephone but must be followed up in writing. No oral communication is binding on Maricopa County.

3.11 PRE-BID CONFERENCE:

THERE WILL BE A MANDATORY PRE-BID CONFERENCE ON FEBRUARY 17, 2004 AT 3:00 P.M. AT THE MARICOPA COUNTY MATERIALS MANAGEMENT DEPARTMENT, 320 W. LINCOLN ST., PHOENIX, AZ 85003

3.12 INSTRUCTIONS FOR PREPARING AND SUBMITTING BIDS:

Bidders are to provide one (1) original "hard copy" (labeled) and one (1) electronic copy of pricing on a 3.5" diskette. Bidders are to identify their responses with the bid serial number, title and return address to Maricopa County, Department of Materials Management, 320 West Lincoln, Phoenix, Arizona 85003. **A corporate official who has been authorized to make such commitments must sign bids.**

ALL REQUESTS FOR DISKETTES MUST BE FAXED TO THE PROCUREMENT CONSULTANT AT (602) 258-1573. IN ADDITION, ONE (1) HARD COPY OF EACH PAGE OF ATTACHMENT A (PRICING PAGE) SHALL BE SUBMITTED WITH YOUR BID.

COOPERATIVE COMPUTER SERVICES INC., 1705 WEST PARKSIDE LANE, PHOENIX, AZ 85027

WILLING TO ACCEPT FUTURE SOLICITATIONS VIA EMAIL: ☒ YES ☐ NO

WILL YOUR FIRM ACCEPT A PROCUREMENT CARD FOR INVOICE PAYMENT? ☐ YES ☒ NO

IF YES, MAY THE COUNTY TAKE ADVANTAGE OF DISCOUNTS OFFERED BY YOUR FIRM IN THIS BID/RFP WHEN PAYING WITH A PROCUREMENT CARD? ☐ YES ☐ NO

INTERNET ORDERING CAPABILITY: ☐ YES ☐ NO ☒ % DISCOUNT

OTHER GOV'T. AGENCIES MAY USE THIS CONTRACT: ☒ YES ☐ NO

PRICING SHEETS027601/B0606505/NIGP 96676

1.0 PRICING:

		<u>PRICING PER 1,000</u>	<u>Lead-time to Complete</u>
EXHIBIT 1 -REAL PROPERTY: TAX STATEMENTS (consisting of)	800,000 @	<u>\$95.00/1,000</u>	<u>1 Month</u>
EXHIBIT 1A -DELINQUENT BACK TAXES			
EXHIBIT 1B -FULL YEAR TAX STATEMENT			
EXHIBIT 1C -DELINQUENT FULL YEAR TAX STATEMENT			
EXHIBIT 2 -REAL PROPERTY: TAX INFORMATION STATEMENT (includes 2A)	800,000 @	<u>\$93.50/1,000</u>	<u>1 Month</u>
EXHIBIT 2A -DELINQUENT PROPERTY TAX STATEMENT			
EXHIBIT 3 - REAL PROPERTY: JUNE DELINQUENT TAX STATEMENT	120,000 @	<u>\$66.00/1,000</u>	<u>10 Days</u>
EXHIBIT 3A- PERSONAL PROPERTY: DELINQUENT TAX STATEMENT	100,000 @	<u>\$66.00/1,000</u>	<u>10 Days</u>
EXHIBIT 3B-REAL PROPERTY: DECEMBER DELINQUENT TAX STATEMENT	50,000 @	<u>\$66.00/1,000</u>	<u>10 Days</u>
REAL PROPERTY NOTICES: (consisting of) Maricopa Cty. Supplies Envelope	1,300,000 @	<u>\$64.50/1,000</u>	<u>1 Month</u>
EXHIBIT 4A-REAL PROPERTY: NOTICE OF VALUE STATEMENT- RESIDENTIAL	CCS Supplies Env.	<u>\$80.62/1,000</u>	
EXHIBIT 4B-REAL PROPERTY: NOTICE OF VALUE STATEMENT- COMMERCIAL			
EXHIBIT 4C-REAL PROPERTY:NOTICE OF VALUE STATEMENT(BACKER)			
PERSONAL PROPERTY NOTICES: (consisting of) Maricopa Cty. Supplies Envelope	60,000 @	<u>\$66.00/1,000</u>	<u>10 Days</u>
EXHIBIT 4D-PERSONAL PROPERTY: NOTICE OF VALUE STATEMENT	CCS Supplies Env.	<u>\$82.12/1,000</u>	
(FRONT)			
EXHIBIT 4E-PERSONAL PROPERTY: NOTICE OF VALUE STATEMENT (BACKER)			

COOPERATIVE COMPUTER SERVICES INC., 1705 WEST PARKSIDE LANE, PHOENIX, AZ 85027

MOBILE HOME NOTICES: (consisting of) Maricopa Cty. Supplies Envelope	100,000 @	<u>\$66.00/1,000</u>	<u>10 Days</u>
EXHIBIT 4F-MOBILE HOMES: NOTICE OF VALUE STATEMENTS (FRONT)	CCS Supplies Env.	<u>\$82.12/1,000</u>	
EXHIBIT 4G-MOBILE HOMES: NOTICE OF VALUE STATEMENTS (BACKER)			
EXHIBIT 5A –BUSINESS PERSONAL PROPERTY STATEMENTS (520s)- AGRICULTURAL (FRONT AND BACK)	2,000 @	<u>\$66.50/1,000</u>	<u>5 Days</u>
EXHIBIT 5B –BUSINESS PERSONAL PROPERTY STATEMENTS (520s)-LEASING AND COMMERCIAL (FRONT AND BACK)	130,000 @	<u>\$86.50/1,000</u>	<u>2 Weeks</u>
EXHIBIT 6A – TAX EXEMPT FORMS-INDIVIDUAL (TES5)	10,000 @	<u>\$90.00/1,000</u>	<u>1 Week</u>
EXHIBIT 6B – TAX EXEMPT FORMS-ORGANIZATION (TES9)	3,000 @	<u>\$90.00/1,000</u>	<u>1 Week</u>
6D AND 6E - SENIOR RENEWAL FORM AND LETTER	15,000 @	<u>\$90.00/1,000</u>	<u>1 Week</u>
SUBSEQUENT PRINTING			
- RESOLUTION REPRINTS	40,000 @	<u>\$78.00/1,000</u>	<u>1 Week</u>
- DUPLICATE TAX STATEMENTS	40,000 @	<u>\$78.00/1,000</u>	<u>1 Week</u>
- OPTION FOR FOLDING, INSERTING AND MAILING	Add	<u>\$20.00/1,000</u>	
ADDITIONAL MAILING STUFFERS		<u>\$10-\$40/1,000</u>	
ANNUAL REVISIONS (INCLUDING REPROGRAMMING)	<u>No charge 1st change each product per year</u> <u>2nd change each year \$50 per document, \$100 per hour programming</u>		
MAILING (SUBCONTRACTING, POSTAL SORT, BAR CODING, ETC)	Included in Pricing	<u>Included Above/1,000</u>	
MAILING METHOD - FIRST CLASS USPS FOR ALL 1 OZ. PRESORT AUTOMATION			
CARRIER ROUTE QUALIFIED PIECES (90% OF FILE)		<u>\$0.275/ea</u>	
PICK UP AND DELIVERY ON JOBS		<u>\$20.00/Job</u>	
OTHER ITEM(S) IF ANY (PLEASE LIST & PRICE)			
MINIMUM JOB BILLING		<u>\$50.00/Job</u>	
SPECIAL REPORTS/PROCESSING		<u>\$100.00/per hour</u>	
NCOA WHEN REQUIRED		<u>\$1.50/1,000</u>	<u>4 Days</u>
UPS OR FEDEX SHIPPING METHODS WHEN REQUIRED - ACTUAL COST WOULD BE PASSED ON TO THE COUNTY			

COOPERATIVE COMPUTER SERVICES INC., 1705 WEST PARKSIDE LANE, PHOENIX, AZ 85027

Terms:	2% 10 DAYS NET 30
Federal Tax ID Number:	86-0729231
Vendor Number:	860729231
Telephone Number:	602/308-6800
Fax Number:	602/308-6801
Contact Person:	Stephan L. Towne
E-mail Address:	steve.towne@CCS-Adplus.com
Company Web Site:	www.ccslaser.com
Certificates of Insurance	Required
Performance Bond Required	\$100,000.00
Contract Period:	To cover the period ending April 30, 2007.